

Invoice Explanations

Virginia Department of Social Services

March 1, 2004

Invoice Sample:

The invoice sample provided is intended to indicate categories and information that are required only. The actual invoice does not need to be a facsimile to the sample, provided all information is clearly provided to the LDSS in written form.

IV-E expenses cannot be submitted for reimbursement unless they are categorized and defined according to the Matrix guidelines

Invoice Requirements:

⇒ The invoice submitted to the LDSS pertaining to contractual care for applicable Foster children must indicate at least the following information/categories in addition to any other information required by the LDSS except as noted:

Overhead rate % applied to cost (if not provided elsewhere in writing to the LDSS)

Organization's tax status (Profit or Not-For-Profit) (if not provided elsewhere in writing to the LDSS)

The following for each child:

Cost by corresponding Month (Costs are claimed for Federal Financial Participation based on the month the invoice expenses were paid by the LDSS, not when the services were provided)

Cost by applicable "Invoice Categories" (refer to the IV-E Matrix)

Cost must be separated for IV-E. CSA and "Other" costs should be indicated.

Cost must be separated by Maintenance and Administration at least for IV-E

Invoice Effective Date:

⇒ These invoice guidelines should be used for contractual services effective as follows:

Required as part of all new child placement contracts as they are re-newed/established providing a reasonable time has been given to the vendor to meet the guidelines.

Until a new contract is established, the LDSS should collaborate with the vendor to start as soon as agreeable and practical. (Note: IV-E expenses cannot be submitted for reimbursement unless they are categorized according to these Matrix guidelines)